

AgLearn Electronic SF-182 – Training Designee/ SF-182 Preparer

As an AgLearn Training Designee or SF-182 Preparer, you may be asked to create SF-182 requests for one or more users. Who will prepare the SF-182s is a local office decision. These requests may be for upcoming training events, or you may be entering events into a user's history that occurred before SF-182 Requests were managed in AgLearn. You may be asked to print an SF-182 for payment processing or other purposes, or you may need to edit the details of a particular SF-182.

Note: Training Designee/SF-182 Preparers are designated as such by a supervisor or manager and administrator rights are assigned to the designated individual.

16. Log in to Aglearn as an administrator – www.aglearn.usda.gov .

16. Click on **User Management** tab in the blue.

16. Click on **Users** on the gray (left) side of the screen.

The screenshot displays the AgLearn web application interface. At the top, the USDA logo and "United States Department of Agriculture" are visible, along with the "AgLearn" logo. A navigation bar includes links for "About AgLearn", "Contact Us", "Quick Links", "Home", "Help", and "Logout". Below this, a secondary navigation bar lists "User Management", "Performance", "Learning", "Commerce", "Content", "Reports", and "System Admin". The "User Management" tab is highlighted in blue. On the left side, a gray sidebar contains a list of navigation options: "Users", "Job Positions", "Organizations", "Organization Groups", "Regions", "Tools", and "References". The "Users" option is selected and highlighted. The main content area is titled "Users" and includes a "Search" section with a "Saved Searches" link. The search section contains a text input field for "Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search." Below this are several search criteria fields: "Case sensitive search" (radio buttons for Yes and No), "User ID:" (Starts With dropdown), "Last Name:" (Starts With dropdown), "First Name:" (Starts With dropdown), "Middle Initial:" (Starts With dropdown), "Role ID:" (Starts With dropdown), "User Status:" (radio buttons for Active, Not Active, and Both), "Domains:" (Starts With dropdown), "Items Needs:" (Exact dropdown, Type dropdown, and ID input field), and "Organizational Unit:" (Starts With dropdown). At the bottom of the page, a footer contains links for "AgLearn.USDA.gov", "USDA.gov", "Accessibility Statement", "Privacy Policy", and "Non-Discrimination Statement".

16. Enter the employee's name. Click **Search**.

Address: https://aglearn.usda.gov/plateau/admin/main_frameset.jsp?hideLeft=true

USDA United States Department of Agriculture
AgLearn

About AgLearn | Contact Us | Quick Links: Home | Help | Logout

User Management | Performance | Learning | Commerce | Content | Reports | System Admin

Users
Job Positions
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Organization Groups
Regions
+ Tools
+ References

Users [Search](#) [Help](#)

Search [Saved Searches](#)

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Case sensitive search: ☐ Yes ☒ No

User ID: Starts With

Last Name: Starts With

First Name: Starts With

Middle Initial: Starts With

Role ID: Starts With

User Status: ☒ Active ☐ Not Active ☐ Both

Domains: Starts With

Items Needs: Exact Type:

ID:

Organizational Unit: Starts With

[Search](#) [Save As](#) [Reset](#)

AgLearn.USDA.gov | USDA.gov | Accessibility Statement | Privacy Policy | Non-Discrimination Statement

16. Scroll to the bottom of the page. Click on the **Pencil** icon.

Address: https://aglearn.usda.gov/plateau/admin/main_frameset.jsp?hideLeft=true

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Role ID: Starts With

User Status: ☒ Active ☐ Not Active ☐ Both

Domains: Starts With

Items Needs: Exact Type:

ID:

Organizational Unit: Starts With

LMS Administrator Level: Starts With

Add/Remove Criteria [Add](#)

[Search](#) [Save As](#) [Reset](#)

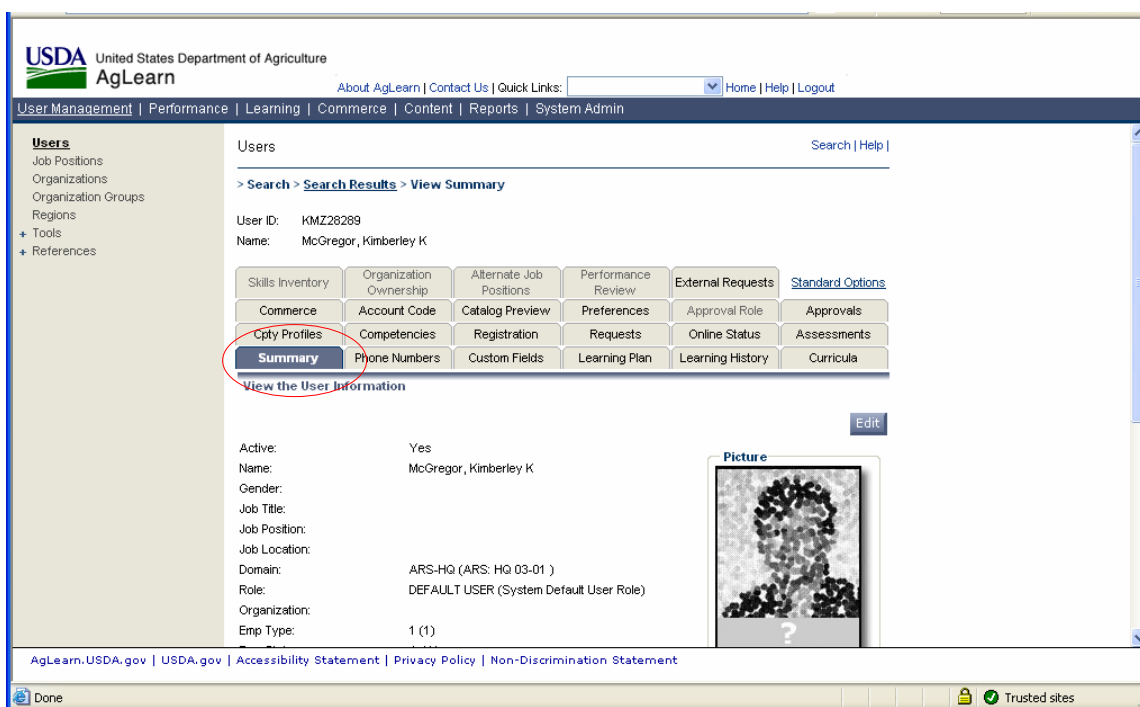
Field Chooser [Field Chooser](#)

[Send Notification](#)

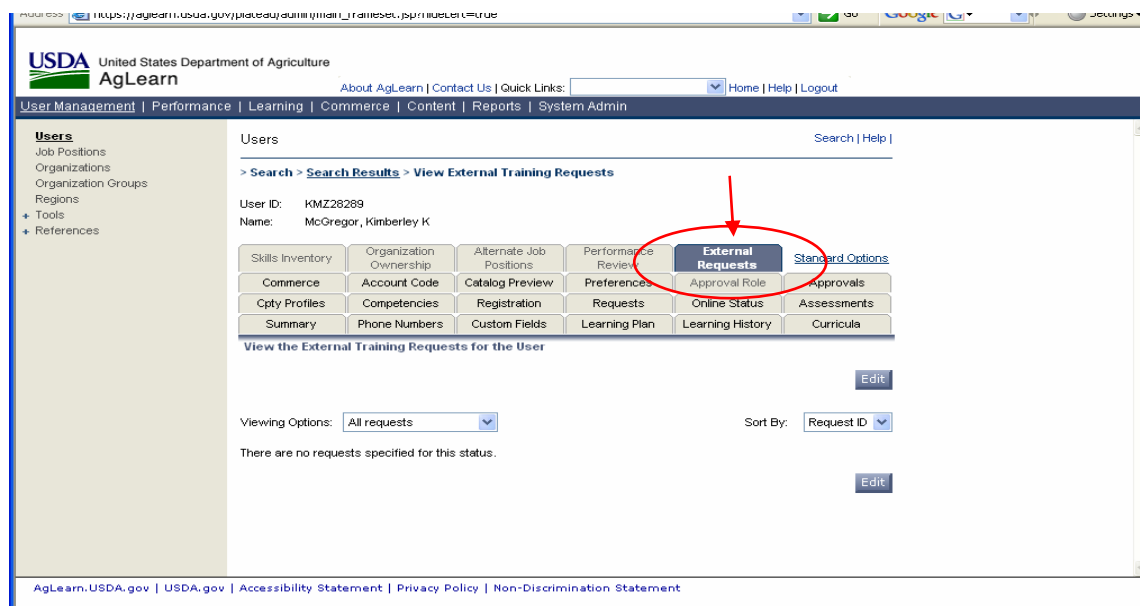
[Select All](#) / [Deselect All](#)

User ID	User Name	Notify
KMZ28289	McGregor, Kimberley K	<input type="checkbox"/>

16. The summary page of the employee will appear.



The screenshot shows the AgLearn web application interface. The top navigation bar includes the USDA logo, "United States Department of Agriculture", and "AgLearn". Below this is a search bar and links for "About AgLearn", "Contact Us", "Quick Links", "Home", "Help", and "Logout". The main navigation menu on the left lists "Users", "Job Positions", "Organizations", "Organization Groups", "Regions", "Tools", and "References". The "Users" section is active, displaying a list of users. The "Summary" tab is selected, showing details for User ID: KMZ28289, Name: McGregor, Kimberley K. The "Summary" tab is circled in red. Other tabs include Skills Inventory, Organization Ownership, Alternate Job Positions, Performance Review, External Requests, Commerce, Account Code, Catalog Preview, Preferences, Approval Role, Approvals, Cpty Profiles, Competencies, Registration, Requests, Online Status, Assessments, Summary, Phone Numbers, Custom Fields, Learning Plan, Learning History, and Curricula. The "View the User Information" section displays fields for Active (Yes), Name (McGregor, Kimberley K), Gender, Job Title, Job Position, Job Location, Domain (ARS-HQ (ARS: HQ 03-01)), Role (DEFAULT USER (System Default User Role)), Organization, and Emp Type (1 (1)). A "Picture" placeholder is shown next to the user information. The bottom of the page includes links for "AgLearn.USDA.gov", "USDA.gov", "Accessibility Statement", "Privacy Policy", and "Non-Discrimination Statement".

16. Click on the **External Requests** tab.

The screenshot shows the AgLearn web application interface, similar to the previous one, but with the "External Requests" tab selected. The "External Requests" tab is circled in red, and a red arrow points to it. The "View the External Training Requests for the User" section displays fields for Viewing Options (All requests) and Sort By (Request ID). Below these fields, it states "There are no requests specified for this status." The bottom of the page includes links for "AgLearn.USDA.gov", "USDA.gov", "Accessibility Statement", "Privacy Policy", and "Non-Discrimination Statement".

16. Click **New Request**.

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About AgLearn | Contact Us | Quick Links: [dropdown] Home | Help | Logout

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Users

Users Search | Help |

> Search > Search Results > Edit External Training Requests

User ID: KMZ28289
Name: McGregor, Kimberley K

Skills Inventory	Organization Ownership	Alternate Job Positions	Performance Review	External Requests	Standard Options
Commerce	Account Code	Catalog Preview	Preferences	Approval Role	Approvals
Cpty Profiles	Competencies	Registration	Requests	Online Status	Assessments
Summary	Phone Numbers	Custom Fields	Learning Plan	Learning History	Curricula

Edit the External Training Requests for the User

Viewing Options: All requests [dropdown]
Sort By: Request ID [dropdown]

There are no requests specified for this status.

New Request

16. Fill out the appropriate fields on the SF-182. Keep in mind all * **Required Fields** must be filled out.

User Management > Users > SF-182 Requests > Edit - Microsoft Internet Explorer

Users

User ID: KMZ28289
Name: McGregor, Kimberley K

Back to External Requests

New External Training Request

* = Required Fields

Request, Authorization, Agreement & Certification of Training

1. Applicant's Name			First Five Letters of Last Name		2. Social Security Number	3. Date of Birth.
Last Name	First Name	Middle Initial	MCGRE			
McGregor	Kimberley	K				

4. Home Address					5. Home Phone	* 6. Position Level
Street Address	City	State / Province	Postal Code	Country		<input type="radio"/> a. Non-supervisory <input type="radio"/> c. Manager <input type="radio"/> e. Other <input type="radio"/> b. Supervisory <input type="radio"/> d. Executive
HRD REE SERVICES BR	BELTSVILLE	MD	20705-	USA		

7. Organization Mailing Address			8. Office Phone	9. Continuous Civilian Service
Org Name				
Add1				
Add2				
City	State / Province	Postal Code		

10. Boxes **21 - 25** must be completed with the appropriate information.
Note: See SF-182 Instructions for appropriate information for blocks 23-25.
<http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF>
11. Click **Submit**.

12. Select the **Step 2 Approver (Fund Holder)** by selecting the link "Select User for Approver".
13. The search screen will appear. Key in the Last and First name and click search. Select the name.
14. Repeat the steps above to select the **Step 6 Approver** (person to review the form for accuracy, add accounting, billing info, and print the form before submission).

Approval Submission

Submit for Approval

← Back

The item/request selected requires approval using the steps listed below.

Any steps that do not have a user listed must have a name filled in before the request can be submitted.

Approval Step	Approvers
Step 1	Supervisor Level 1 (Show All)
Step 2	Select User for Approver ←
Step 3	Approver 2
Step 4	Approver 3
Step 5	Approver 4
Step 6	Select User for Approver ←

15. Once the SF-182 is completed correctly, the request will appear under the **External Request's** tab.

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Users Search | Help |

> Search > Search Results > Edit External Training Requests

User ID: KMZ28289
Name: McGregor, Kimberley K

Skills Inventory Organization Ownership Alternate Job Positions Performance Review **External Requests** Standard Options

Commerce Account Code Catalog Preview Preferences Approval Role Approvals

Cpty Profiles Competencies Registration Requests Online Status Assessments

Summary Phone Numbers Custom Fields Learning Plan Learning History Curricula

Edit the External Training Requests for the User

Viewing Options: All requests Sort By: Request ID

Request ID	Title	Status	Pending Approval Actions	Action
18346	Human resources	Submitted	Pending Step 1	Edit Approval Edit Request Withdraw Request

New Request

Note: Once the request has been submitted, the Training Designee or SF-182 Preparer can perform the following: “Edit Approval”, “Edit Request”, or “Withdraw Request”. A printed copy of the form must be obtained from the “Employee”.